

## **REQUEST FOR PROPOSALS**

### **EXECUTIVE DIRECTOR NATIONAL ASSOCIATION OF PROSECUTOR COORDINATORS**

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**POSITION TITLE:** National Association of Prosecutor Coordinators (NAPC)  
Executive Director

**GROSS SALARY/BENEFITS:** Salary is commensurate with experience;  
minimum annual salary of \$60,000

**Note-NAPC will consider proposals for an independent contractor.**

**DUTY STATION:** Negotiable. Travel is required.

**POSITION STATUS:** Employment is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

#### **DUTIES**

**POSITION SUMMARY:** NAPC's stated mission is "To provide a forum for the exchange of ideas and information and the development of programs and services for the mutual benefit of prosecutor coordinators and prosecutors." NAPC's core vision is "To equip and enhance the effectiveness of America's prosecutors."

Reporting to the NAPC Board, the Executive Director is responsible for managing NAPC as a communications and information hub and for coordinating or implementing IT projects that will create the necessary technology capacity to achieve this goal and to provide professional development and substantive information on trainings/conferences and legislative/policy matters to NAPC members.

Other essential duties include 1) managing NAPC's finances; 2) managing the NAPC/NHTSA cooperative agreement; 3) overseeing all NAPC programs and initiatives; 4) applying for and administering new grant projects; 5) coordinating the bi-annual meetings; and 6) acting as the nonvoting recording Secretary for the NAPC Board.

#### **QUALIFICATIONS**

**SKILLS REQUIRED:** The ideal candidate must possess a high degree of energy and self-initiative, with exceptional organizational, interpersonal and communications skills. Required skills include planning, prioritizing and executing timelines, with attention to detail and accuracy on multiple projects simultaneously without the need for supervision.

The position does not require an extensive background in information technology, however, the ideal candidate should have a demonstrated ability to understand, use, and be willing to learn new information technology to increase and maintain NAPC's efficiency and capacity as a communications and information hub.

**EDUCATION/EXPERIENCE:** For this position, beyond the minimum requirement of a Bachelor's degree, the ideal candidate must be able to demonstrate by some combination of a post-graduate degree and/or professional experience in criminal justice and by attitude that:

He or she can work independently to perform varied administrative and quasi-legal tasks required by this not-for-profit whose members work closely with local prosecutors. The right combination for this position is flexible and could include among other things:

- Communication and consensus building among members spread across 50 states,
- A law degree, work in criminal justice public policy development,
- Successful experience in grant application/program management,
- Demonstrated ability to work with government agencies
- Experience in employing technology to facilitate, organize and promote exchange of information among members
- Experience in budgeting and financial management.

**Please submit a cover letter, curriculum vitae and three professional references to Carol Peters, NAPC Program Director via email at [Carol.Peters@napc.us](mailto:Carol.Peters@napc.us)**

*THE NATIONAL ASSOCIATION OF PROSECUTOR COORDINATORS IS AN  
EQUAL OPPORTUNITY EMPLOYER*